

## Privacy Information for Visitors, Correspondents and Prospective Applicants

This Privacy Notice applies to visitors to the University and people with whom the University communicates who are not either staff or current students, including prospective applicants such as enquirers, prospectus requesters, and other individuals who have expressed an interest in studying at the University of Gibraltar or participating in the activities of the University in another way, such as on one of our outreach programmes. It applies to adults and children who visit the campus for one-off events such as community open days, and to those who visit for longer periods, such as to attend one of our outreach programmes or use certain facilities, such as the libraries or sports facilities. It explains how we will process your personal data.

### What information do we hold?

We hold a range of personal data about you, some of which you provide to us directly and some of which we receive from third parties such as agents or third-party companies. Sometimes this means we may process information related to children in your care.

Examples of categories of personal data which we hold:

- Personal details such as name and title
- Contact details such as address, telephone number and personal email address
- Country of Nationality and Domicile
- Company details
- Vehicle registration
- CCTV footage

We may also collect, store and use information about your health or religion should you require us to make reasonable adjustments for you during your time on the University's premises or to make resources accessible to you.

### How do we use it and why?

We process data to help support your current and future relationship with the University.

We only process data for specified purposes and if it is justified in accordance with data protection law. The table below lists the various purposes for which we process personal data and the corresponding justification for it.

## Why we process data

Data subject	Data processed and its purpose	Legal basis and justification
Visitors to the University for commercial, community or similar purposes	Name and contact details	Processing is necessary for our legitimate interest in regulating access to the University and managing safety at the University's premises
Visitors who are members of the general public visiting the University for a specific event	Name and contact details and any further information required for your attendance at the event, such as dietary requirements	Contractual necessity - without that personal data we may not be able to provide the event to you
Visitors who are contractors to provide services to the University	Name and contact details	Contractual necessity - without that personal data, we may be prevented from complying with our legal obligations to ensure the health and safety of visitors to our site and so will be unable to allow you onto our premises to perform the contract
Individuals with whom we correspond, such as schools, businesses or recruitment agents	Name and contact details. The University uses your data to keep you up to date with events and initiatives that may be of interest to you	Processing is necessary for our legitimate interest in giving you information on items that may be of interest or benefit to you
Members of research communities and collaborators	Contact details for the purposes of maintaining research communities and sharing research-related news and best practice	Public task
Members of the public using University facilities, such as libraries or sports facilities	Name and contact details and the details of the services you have registered for	Contractual necessity

Prospective applicants who enquire to the University, request information at an event, or request a prospectus	Name, contact details, area of interest, country of nationality and domicile. The University uses your data to effectively answer the enquiry and/or provide a prospectus	For responding to your enquiry, the legal basis for processing is contractual necessity. You may also be sent information about events or resources at the University where this would be relevant to any future study on this basis
Individuals booking on a University Open Day	Name, contact details, area of interest and age category. The University uses your data to process your booking	For processing your booking, the legal basis is contractual necessity. You may also be sent information about events or resources at the University where this would be relevant to any future study on this basis
Enquiry data collected via third-party platforms	Name, contact details, area of interest, year of entry, school or organisation and further information supplied by the third party that may vary. The University uses your data to send relevant marketing materials of interest to you	The legal basis for processing is consent. You may go on to be sent marketing materials, but only if you opt in to receiving it. We may also use some of this information as a contractual necessity in our relationship with you
Summer school applicants and participants	Name, contact details, date of birth, gender and medical information. The University uses your data to process your application to the summer school, to communicate with you about it and other directly related opportunities, to facilitate participation in the summer school, and to administer any related benefits	The legal basis for processing is contractual necessity, as it is not possible to deliver the summer school programme if you do not provide this data. You may also be sent marketing materials, but only if you opt in to receiving it
Outreach programme applicants and participants	Personal and contact details, and information relating to your background and living situation in order to assess your eligibility to undertake our Widening Participation outreach	The legal basis for processing is contractual necessity. We may also send you marketing materials, but only with your explicit consent

programmes, and then providing these and related services

There may be other processing in addition to the above. This is done on the basis of our policies and we'll inform you at the time when the data is obtained or as soon as possible afterwards.

### How we use particularly sensitive personal information

Purpose	Legal basis and justification
We process information about your health to make reasonable adjustments for you to access the University's premises and to fulfil our safeguarding obligations	This processing will be done with your consent when you share your health information or, if you are under the age of 18, the consent of your parents or a legal authority with safeguarding responsibilities. Where this processing is to fulfil our safeguarding responsibilities, the legal basis for processing is compliance with a legal obligation
We may process information on your ethnicity and racial background	If required, this process is done for monitoring purposes to meet our legal obligation
We may process information on your religion	If appropriate, this would be done with your consent in order to make sure your specific needs are accommodated

### What information do we get from third parties?

Sometimes we receive your data from third parties. The following table lists what information we may receive from them.

### Who we get data from

Source	Data we may receive from them
Schools arranging a University visit or engaging in another programme, or providing references for those participating	Personal and contact details, and information relating to your background and living situation where necessary for eligibility purposes
Other institutions arranging a University visit	Personal and contact details

Your employer	Personal and contact details
Third-party marketing companies and recruitment agents	Personal and contact details

### Who do we share it with?

On occasion we may need to share your data with internal and external third parties. The following table lists what information we may share with whom.

Who we share personal data with	
Recipients	Data which we may share with them
Our administrative and support staff	Personal and contact details and, where necessary for the implementation of reasonable adjustments and/or the provision of other support and subject to your consent, health information
Data processors (third parties who process personal data on our behalf)	Personal and contact details.
Accommodation services who arrange accommodation for summer schools	Personal details and dietary requirements
Organisation with whom we collaborate to host events you attend, such as other universities or schools	Personal and contact details, as well as any details required for the specific event
Organisations who run programmes you may move onto after visiting the University, such as placement providers or mentoring schemes	Personal and contact details
Local authorities	Relevant safeguarding information
Scheme funders or research partners	Contact details, attendance and progression information, and information relating to your background and living situation where necessary for eligibility purposes

### How long do we keep your data?

Except where we have a legal or contractual obligation to keep data for a certain period of time, we'll keep to the University's retention schedules.

Where can I get more information?

If you have any questions about this policy, please [contact the Information Compliance team](#).

We will keep this privacy notice under regular review and we will place any updates on this web page. This privacy notice was last updated on 22 January 2019.